

EXAMPLE: RCIS SCOPE OF WORK DOCUMENT

Definition of Tasks and Deliverables

Task 1. Project Design, Management, Stakeholder Coordination & Meetings

Under Task 1, the Consultant will provide project management services necessary for tracking and managing the project scope, budget and schedule (Subtask 1.1). This will include biweekly calls with a core team, which would consist of staff from project proponent and Consultant. In addition to regular meetings, special meetings may be needed to focus on key deliverables or strategies.

Meetings

- Biweekly meetings (i.e. every other week) from X through X (30 meetings), and monthly from X to X (4 meetings) – 30- or 60-minute meetings with the project manager or other key staff members. Biweekly meetings will be held virtually.
- Special topics meetings, scheduled as needed (4 total) – two-hour meetings with key staff.

Deliverables

- Invoices and progress reports per deliverables
- Biweekly meeting action items, submitted via email
- Special topics meeting notes and action items

Task 2. Public Outreach

Subtask 2.1. Stakeholder Engagement Plan and Stakeholder Analysis

Under the direction of RCIS Sponsor, Consultant will prepare a Public Engagement Plan to ensure that the needs, concerns, and input of stakeholders and the public are understood and considered in the development of conservation strategies. The Stakeholder Engagement Plan will confirm the list of key stakeholders, establish an engagement strategy, develop goals for stakeholder involvement, establish a schedule for stakeholder meetings and workshops, and foster buy-in and enthusiasm among participants for the specific purpose of advising on development of the RCIS priorities, and principles. The Stakeholder Engagement Plan will include specific strategies to identify and support meaningful engagement with Equity Priority Communities and other under-represented populations. The Stakeholder Engagement Plan will also identify existing planning efforts and working groups and include strategies to leverage and integrate applicable processes and expertise.

Consultant will coordinate with RCIS Sponsor staff to host stakeholder/community meetings to be conducted under Subtask 2.3. Consultant will work collaboratively to integrate the outreach and findings of this engagement into the RCIS. No specific meetings are proposed for this subtask.

Deliverables

- Identify initial list of planning partners and key stakeholders; list to be updated throughout planning process.
- Draft Stakeholder Engagement Plan. Core team and stakeholder review will be completed within 10 days and consolidated into a single set of comments.
- Final Stakeholder Engagement Plan

Subtask 2.2. Online Outreach

Consultant will work with RCIS Sponsor to develop a webpage where project information, including meeting notices, maps, and other relevant project materials, can be viewed and downloaded by stakeholders and the public. This will be hosted on RCIS Sponsor website. No specific meetings are proposed for this subtask.

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Deliverables

- Initial webpage content
- Up to eight content updates at major milestones throughout the planning process.

Assumptions

- RCIS Sponsor will request from CDFW a list of all individuals, organizations, or agencies who have made a written request to CDFW for notices of all RCIS public meetings.
- RCIS Sponsor will develop and maintain the webpage on which content developed by Consultant will be posted.

Subtasks 2.3. Stakeholder Meetings and Community Workshops

Consultant will plan for and facilitate up to four stakeholder meetings and three community workshops with RCIS Sponsor and the stakeholders identified in Subtask 2.1. The purposes of these meetings/workshops will include the following:

- Establish meeting ground rules and present the planning process;
- Initiate discussions on common vision and shared goals for the planning process;
- Brainstorm components to be included;
- Serve as a two-way conduit of information about the project (for example, members will be communicating information about the project out to their organizations and the broader public; and relaying community comments, ideas, and concerns about the project back to the group).
- Assist with publicizing community involvement opportunities;
- Solicit technical input on focus elements of the plan;
- Gather additional background information and data sources to aid in the development of the initial RCIS elements.

Consultant will organize and facilitate the meetings, provide meeting materials, take notes, and compile key findings. Each workshop will be two hours and hosted virtually, unless otherwise noted. Two Consultant team staff will attend/facilitate the meetings, and four staff will attend the Conservation Strategy Workshop. Action items will be summarized and provided to stakeholders via email updates and notifications on the project website. Additionally, Consultant will maintain an internal tracking table of all action items that identifies the responsible party, the due date, and whether or not the comment was a written public comment. Per CDFW guidelines, all written public comments (received during the public meetings or public comment period) must be responded to. A summary of formal responses to written public comments will be provided as an appendix in the RCIS.

Consultant will develop all public notices, consistent with CDFW guidelines. RCIS Sponsor will post the notice of intent to prepare the RCIS and notice of public meetings on its website and will distribute these notices per CDFW guidelines, including to the clerk of each city and county in or adjacent to the RCIS area, the implementing entity of HCPs and NCCPs that overlap the RCIS area, CDFW, and entities who have made a written request to CDFW for notices of all RCIS public meetings.

The workshops/meetings are envisioned as described below in order of occurrence.

Stakeholder Meeting #1: RCIS Introduction, Existing Conditions Assessment, Draft Focal Species and Natural Communities

- Key Goals: Introduce the project, identify primary and secondary goals; receive feedback and input on the existing conditions in the Strategy Area; discuss and develop a draft list of focal species and natural communities to include in the RCIS.

Community Workshop #1: RCIS Introduction, Existing Conditions Assessment, Community Priorities

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- Key Goals: Introduce the project, present the goals and objectives, Strategy Area, and focal species; receive feedback and input on the existing conditions and community priorities in the Strategy Area.

Stakeholder Workshop #2: Conservation Strategy Workshop (half-day)

- Key Goals: Develop and discuss conservation strategies for the focal species and natural communities that were established in Meeting #1.

Community Workshop #2

- Key Goals: Introduce the project, present the goals and objectives, Strategy Area, and focal species, and present and discuss the draft conservation strategies. Receive feedback and input on plan elements developed to date.

Stakeholder Meeting #3: Administrative Draft Overview

- Key Goals: Stakeholder review of the administrative draft of the RCIS. Receive input and feedback to refine plan elements.

Community Workshop #3

- Key Goals: Present draft RCIS and receive feedback input on plan element prior to final refining.

Community / Stakeholder Meeting #4: Status Update

- Key Goals: Provide overview of final RCIS and update to stakeholders and community members on the status of the RCIS and planning process.

Meetings

- Three 2-hour stakeholder meetings
- One half-day stakeholder workshop
- Three 2-hour Community workshops

Deliverables

- Public notices of meetings and other meeting invitations, agendas, meeting materials, meeting summaries and action items for seven meetings.
- Public comment response matrix table tracking each action item from meetings and each written public comment.

Assumptions

- All meetings will be held virtually.
- Responses will be developed for up to 30 stakeholder comments.

Task 3. Background & Introduction

Subtask 3.1. Consultant Kick-off Meeting

At the beginning of the project, RCIS Sponsor and Consultant will lead a kickoff meeting with project partners and invited stakeholders to cover the scope, budget, schedule and key objectives. This will be a two-hour meeting via Zoom.

Meeting

- Kickoff Meeting in X

Deliverables

- Kickoff meeting agenda and the scope, budget, and schedule from the contract between RCIS Sponsor and Consultant

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- Kickoff meeting notes and action items

Assumptions

- The kickoff meeting will be held virtually
- Kickoff meeting will be attended by the Consultant project manager and outreach and facilitation lead and two key technical members of the Consultant team.
- Meeting materials will consist of an agenda and the scope, budget, and schedule from the contract between RCIS Sponsor and Consultant; the key objectives will be listed in the agenda. No presentation or other meeting materials will be prepared.

Subtask 3.2. Draft RCIS Outline

The Consultant, under RCIS Sponsor's direction and in consultation with project partner staff, will develop an outline for the RCIS that incorporates feedback from the stakeholder group, the requirements of California Fish and Game Code, and CDFW's RCIS Program Guidelines. The draft RCIS outline will identify potential tables and figures, and anticipated appendices. Comments on the draft RCIS will be addressed in a revised RCIS outline, which will be used as the foundation for the administrative draft RCIS report. Any subsequent changes to the document structure after the administrative draft is developed would be addressed under Task 7.

Deliverables

- Draft RCIS Outline. Core team review will be completed within 10 days and consolidated into a single set of comments.
- Revised RCIS Outline

Assumptions

- The RCIS Outline Review Meeting with CDFW will be one hour and include two Consultant staff

Task 4. Develop RCIS Existing Conditions Report

An existing conditions report for this project will involve gathering and describing existing, publicly available data, including land use and land cover data and species habitat models, and describing the existing natural and built environments. This report will serve as the description of existing conditions in the RCIS and therefore will be consistent with CDFW's 2023 *Regional Conservation Investment Strategies Program Guidelines*.

Subtask 4.1. Gather & Describe Data Sources

Consultant will develop a comprehensive GIS database to improve planning and decision-making. All GIS datasets that are identified as relevant for the RCIS will be documented and have extensive metadata to ensure that the data are properly referenced and used throughout the project.

Consultant will develop a web map application that will allow users to explore the GIS data displaying conditions throughout the study area, including to identify areas that meet selected existing conditions criteria. The web app may be hosted by Consultant or embedded in another project website. The information sources to be compiled and displayed in the web app will be identified as relevant for the RCIS in collaboration with the core team and would encompass the following topics:

- Physical environment: ecoregions, climate and climate change, geology and topography, watersheds, hydrology, and soils
- Biological environment: ecology of focal species (including vulnerability to climate change), invasive species, important and unique natural communities, biodiversity, habitat connectivity

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- Land use/land cover: natural vegetation, and agricultural lands/working landscapes, and urban/developed lands
- Existing utility infrastructure: electric and gas transmission lines, renewable energy projects, wastewater treatment facilities and flood control facilities
- Beneficial reuse of bio-solids (existing and proposed)
- Planned development and major infrastructure: city and county general plans/general plan designations, and regional transportation plans, including Plan Bay Area 2050
- Demographic information, including regarding disadvantaged, severely disadvantaged, and Equity Priority Communities
- Conservation plans and programs: habitat conservation plans, recovery plans, designated critical habitat and recovery units, safe harbor agreements, and other restoration and conservation efforts
- Conserved areas: federally owned/managed lands, CDFW owned/managed lands, California Protected Areas Database lands, reserve systems, and areas under conservation easements
- Mitigation and conservation banks

Deliverables

- Reference list and data layers for compiled data sources
- Inventory and data of on-going restoration/conservation efforts
- Web map application displaying existing conditions GIS data layers and geodatabase with documented metadata. Data will be processed to facilitate easy integration into project Greenprint under Task 8.

Assumptions

- Compilation and description of existing GIS data and other information sources will be limited to publicly available data sources.
- Subtask 5.1 will be completed prior to or concurrently with this task so that data can be compiled on the Strategy's focal species and conservation elements.

Subtask 4.2. Gather & Incorporate Land Use Data

The Consultant will use the GIS data compiled through Subtask 4.1 to inform both the conservation strategy and mitigation needs analysis of the RCIS. As described in Subtask 4.1, Consultant will produce a web map application containing datasets that are important to the conservation strategy to allow users to quickly analyze a particular location or identify locations in the RCIS area that met specific requirements based on the existing conditions data. These datasets will be made available so that all staff working on the project can easily have access to this information. The web app may be open to the public and/or password protected for all staff working on the project to have easy access to this information.

Under this subtask, the Consultant team will describe land uses, including agricultural uses, and other land use designations such as open space and parks, industrial, urban commercial, and residential. Data layers will also show major water, transportation, and transmission infrastructure facilities, urban development areas, and Equity Priority Communities.

Deliverables

- Documentation of land use data
- Data layer of land use designations

Assumptions

- No new GIS data will be created from aerial imagery, documents, databases, or other sources.

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Subtask 4.3. Regional Planning Environment

The Consultant team will review existing or developing conservation, development, and transportation and other infrastructure plans and programs that address the Strategy Area, including habitat conservation plans and strategies, and development plans, such as XX. In total, it is assumed that approximately X sources will be reviewed and summarized in a table format. The table will include a summary of key elements that could affect the conservation strategy, and links to current information. The web app will identify relevant jurisdictional boundaries and planning area designations. The Consultant will also review local and state requirements, and prepare a table describing how the RCIS is consistent with these requirements.

Deliverables

- Summary report consisting of a table of up to X existing and developing plans/programs that impact the strategy area, including state and local habitat studies (from Subtask 4.4). Submitted and reviewed as part of the Draft Existing Conditions Report that is the deliverable of Subtask 4.6
- Table documenting applicable state and local requirements and references to RCIS section that addresses or is consistent with the requirement, submitted and reviewed as part of the Draft Existing Conditions Report that is the deliverable of Subtask 4.6

Subtasks 4.4 and 4.5. Assessment of Conservation Elements, Land Cover & Habitats; Describe Habitat Connectivity & Linkages

Land cover and habitats, up to 10 focal species, and four additional conservation elements to be included in the RCIS will be determined based on data collected and assimilated under Subtasks 4.1-3. Associated maps and data layers are described and provided under Subtasks 4.1 and 4.2.

A table will be developed that summarizes each land cover and habitat/unique or important natural community included in the RCIS, and a crosswalk of terminology used in different data sources will be developed. Text will be developed that describes habitat connectivity within the RCIS area and adjoining areas, and this text will identify any regionally significant areas. A map also will be developed that displays modeled linkages or essential connectivity areas and natural habitat blocks identified by the California Essential Habitat Connectivity Project and fish passage barriers identified in the Fish Passage Assessment Database.

Deliverables

- Table of land cover types, submitted and reviewed as part of the Draft Existing Conditions Report that is the deliverable of Subtask 4.6
- Description of habitat connectivity and linkages, including identification of regionally significant areas based on existing, publicly available information, and submitted and reviewed as part of the Draft Existing Conditions Report that is the deliverable of Subtask 4.6

Subtask 4.6. Draft Existing Conditions Report

Information prepared and summarized under Subtasks 4.1-4.5 will be combined into an existing conditions report that will form the backbone of the Existing Conditions Chapter (and related appendices) of the RCIS. The material will be presented in the RCIS, as agreed on in the RCIS Outline (Subtask 3.2). Text will be concise, and text and maps will not merely present but will synthesize information.

I Existing Conditions Report will present the following content in a manner that conforms with CDFW's 2023 *Regional Conservation Investment Strategies Program Guidelines*, and informs development of

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the conservation strategy of the RCIS and future use of the RCIS for conservation and mitigation planning:

- Physical environment
- Biological environment: focal species and other conservation elements and stressor on them, and habitat connectivity
- Land use/land cover
- Conserved areas and mitigation and conservation banks
- Existing major and planned infrastructure
- Beneficial reuse of bio-solids (existing and proposed)
- Demographic information
- Planned development and major infrastructure
- Conservation plans and programs

This information will be provided in the Draft Existing Conditions Report and include up to X tables and X figures. The existing conditions data and methodology will be reviewed with stakeholders during Stakeholder Meeting #2, and their comments on the draft material will be incorporated into the admin draft RCIS. The core team will complete review of the Draft Existing Conditions Report within ten business days and provide a single, compiled set of comments to Consultant.

Deliverables

- Draft Existing Conditions report

Task 5. Develop Conservation Strategy

The conservation strategy will be developed by identifying focal species and their habitat requirements, the stressors and pressures associated with these species (including their vulnerability to climate change), measurable goals and objectives, and implementable actions.

The conservation strategy will consist of an overarching landscape-scale conservation strategy and a strategy for each focal species, the other conservation elements, and for working lands. Each strategy will include biological goals and objectives and actions (conservation and enhancement actions). Conservation actions and habitat enhancement actions will be developed in consideration of existing and reasonably foreseeable land uses including conservation, agriculture, and major infrastructure. Actions that could serve as the basis for future mitigation credit agreements will be included.

The RCIS's conservation strategy will also describe how its goals and objectives provide opportunities for adaptation to climate change, and how it is consistent with the recovery plans and other conservation plans and programs in the RCIS area and with existing land uses and foreseeable development.

Subtask 5.1. Focal Species Identification

To identify focal species, Consultant will prepare a matrix table that lists all considered focal species, and criteria for why the species was selected or not selected as a focal species, per guidance in CDFW's 2023 *Regional Conservation Investment Strategies Program Guidelines*.

Focal species will be identified through the screening of a preliminary list. The preliminary list of species considered will be developed using the best available scientific information, including the following lists:

- Species of Greatest Conservation Need lists in the current version of the State Wildlife Action Plan (SWAP)
- Complete List of Amphibian, Reptile, Bird, and Mammal Species in California

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- Plan and animal species that are listed under the federal or California Endangered Species Act, or are proposed for listing or are a candidate for listing as endangered or threatened
- CDFW Animal Species of Special Concern
- California Fully Protected Animals
- Additional species identified by the CNDDDB special plans and special animal lists
- Native game species managed under CDFW's Game Management Programs or specially protected under the California Wildlife Protection Act of 1990 (i.e., mountain lion)
- Other species identified by a State or federal agency as having special status including Species formally listed by the U.S. Forest Service as a Sensitive Species or a Management Indicator Species, species formally listed by the U.S. Fish and Wildlife Service as a Bird of Conservation Concern, and animal and plant species listed by the U.S. Bureau of Land Management as sensitive.

The criteria for selecting focal species are anticipated to include:

- Presence within the RCIS area
- Designation as a special-status species (including status as a SWAP species of conservation need)
- Existence of near-term mitigation needs for impacts to the species
- Climate change vulnerability
- Species' life history and range
- Suitability as a representative or indicator species
- Adequacy of available scientific information

Deliverables

- Matrix table(s) with species considered, criteria for selection of focal species, and selected focal species and resource conservation elements submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.

Subtask 5.2. Conduct Conservation Gap Analysis

Consultant will conduct a conservation gap analysis. For focal species, Consultant will assess protected modeled habitat compared with unprotected modeled habitat. For natural communities, Consultant will provide a summary of acres of protected and unprotected land cover types. The same land cover dataset will be used consistently in all analyses to make sure the results are comparable. All mitigation banks in the strategy area will be mapped, and those with service areas overlapping the strategy area will be briefly described in a summary table.

Deliverables

- Map of mitigation banks and protected lands in the Strategy Area
- Table summary of mitigation banks with service areas in the Strategy Area
- Protected lands, as well as modeled habitat and land cover, will be layers in the interactive website

Assumptions

- Existing habitat models will be used in all analyses that require species habitat models. Modeling and data layers used in the X will be the primary source of data in order to ensure consistency with this platform.
- Species that do not have existing modeled habitat may be considered as non-focal species.

Subtask 5.3. Develop Climate Change Vulnerability / Sea Level Rise Assessment

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For the X RCIS, Consultant will leverage existing initiatives (e.g., CDFW's Areas of Conservation Emphasis, etc.) to provide a climate change vulnerability assessment for the focal species, developing a vulnerability index for each species comprised of an exposure analysis, and an adaptability assessment. X, y, and z are anticipated to be the major climate change stressors on the x habitats. Pressures and stressors will be described at the regional level and species level and displayed visually through graphics and tables. The vulnerabilities identified will be directly linked to the conservation goals, objectives, and actions.

A one-hour meeting with CDFW including three Consultant Staff will be held under Subtask 5.3 to obtain feedback on the high-level results from the climate change vulnerability assessment.

Deliverables

- Climate change vulnerability assessment consisting of a description of global and regional climate change trends and identification of regional pressures and stressors, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.
- Vulnerability index table that will include a score species vulnerability and resiliency based on exposure to pressures and stressors identified for each focal species and conservation element and an adaptability assessment, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.
- Agenda and high-level overview prepared for one-hour CDFW meeting

Subtask 5.4. Develop Conservation Goals & Objectives; and Subtask 5.5., Identify Conservation Priorities & Conservation Actions

Consultant will tier the goals, objectives, priorities, and actions, with progressively detailed descriptions of desired outcomes and the actions that can be taken to reduce or offset stressors and pressures affecting focal species and conservation elements. A matrix table will be developed summarizing all the goals, objectives, priorities and actions; potentially grouping focal species or conservation elements, if appropriate. Each action will be spatially based, at the Hydrologic Unit Code (HUC) 10 watershed level (a watershed designation defined by the United States Geologic Services) or lower level.

A community workshop will be held under Subtask 2.5 to obtain feedback on the conservation strategy (goals, objectives, priorities, and actions). Stakeholder feedback will be incorporated into a stakeholder response matrix provided under Subtask 2.3.

Deliverables

- Summary of goals and measurable objectives for focal species and conservation elements in text or table, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.
- Matrix of conservation priorities and actions by species, geography, and/or action type, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.

Subtask 5.6. Develop Monitoring & Adaptive Management Framework

Consultant will develop the monitoring and adaptive management framework consistent with Section 18569(b) of the Fish and Game Code as a brief section in the RCIS. Because each conservation action will be associated with measurable outcomes, this monitoring framework will outline the process for how these outcomes are tracked and reported.

Deliverables

- Monitoring adaptive management framework, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.

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Subtask 5.7. Prepare Assessment of Consistency with Other Plans

Consultant will conduct a review of conservation and development plans and programs in the strategy area as part of Subtask 4.3. The assessment for consistency will be provided as a table under the Subtask 4.3 deliverables. No new analysis is anticipated for this subtask. For HCPs and other conservation plans, the consistency table would summarize how the RCIS conservation goals, objectives and actions for each focal species are consistent and compatible (i.e., not in conflict) with other HCP/other conservation plan's goals and objectives for species that are also RCIS focal species. An ecological rationale will be provided for any inconsistencies.

In addition to the consistency table(s), a brief description will be prepared to summarize the review methodology, the general outcomes, and how this analysis is consistent with CDFW's guidelines and regulations.

Deliverables

- Text formatted as a section of the RCIS that briefly summarizes the consistency assessment methodology and consistency with regulation requirements, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.
- Table(s) summarizing the consistency assessment, submitted and reviewed as part of the Draft Conservation Strategy Report deliverable of Subtask 5.8.

Subtask 5.8. Develop Draft RCIS Conservation Strategy

The Draft RCIS Conservation Strategy will be a Chapter of the RCIS that clearly identifies the focal species and conservation elements, vulnerability to climate change / sea level rise and other stressors, regional goals and measurable objectives. Consultant will pull together data collected through Subtask 5.1-5.7. This report will be imported as a chapter in the administrative draft RCIS. Stakeholder feedback will be tracked under Subtask 2.3.

Deliverables

- Draft RCIS Conservation strategy report

Task 6. Develop RCIS Implementation

The implementation section of the RCIS will provide procedures for assessing progress in implementing the RCIS and updating, extending, or amending it. It also will describe RCIS implementation required for project-level uses (creating MCAs, regulatory uses) and use by conservation partners.

Subtask 6.1. Describe Project-Level Use of the RCIS

The Consultant Team will prepare a short overview of how the RCIS can be used for project-level planning and permitting, which will be incorporated into the larger RCIS implementation chapter. The text will be streamlined and condensed, provided as a short description rather than a report, to serve as a quick guide to facilitate use by RCIS sponsor and potentially other project proponents. This section will describe the approval process for the RCIS; and how after approval, project proponents, regulatory agencies, and the conservation community can use the document. The section will include a step-by-step 'users guide' that clearly walks through several examples for how the RCIS could be used to determine high-value areas to implement actions—whether for mitigation, or for other conservation purposes.

Deliverables

- Short description of how the RCIS can be used for project planning and permitting, submitted and reviewed as part of the Draft RCIS Implementation Strategy Report (Subtask 6.5)

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- Target ‘user guide’ examples that direct potential RCIS users to various sections of the document to identify information to advance their specific project or conservation objectives, submitted and reviewed as part of the Draft RCIS Implementation Strategy Report (Subtask 6.5)

Deliverables

- Table of anticipated impacts to focal species habitats and estimated mitigation needed to mitigate those impacts, submitted and reviewed as part of the Draft RCIS Implementation Strategy Report (Subtask 6.5)

Subtask 6.3. Describe Advance Mitigation Planning

Consultant will prepare a graphic that outlines the process of identifying and obtaining mitigation, which could include developing an MCA under an approved RCIS but also includes participation in a National Community Conservation Plan (NCCP), purchasing credits at a mitigation bank, or participating in an in-lieu fee program. Consistent with the objectives of the RCIS program, implementation of RCIS actions will be designed to facilitate mitigation of multiple projects, rather than individual projects, to provide added lift to both resources and project permitting.

Deliverables

- Figure(s) consisting of a schematic showing the process of identifying and acquiring mitigation options consistent with the RCIS, submitted and reviewed as part of the Draft RCIS Implementation Strategy Report (Subtask 6.5)

Subtask 6.4. Update Implementation Structure

For the RCIS to be used to advance mitigation at the project level, it needs to be acceptable not only to CDFW, but also to other regulatory agencies. In this subtask, Consultant will identify ways that the RCIS is consistent with other environmental regulation and describe the process for implementing advance mitigation consistent with the RCIS not only for CDFW, but also for USFWS, NMFS, U.S. Army Corps of Engineers (USACE), Regional Water Quality Control Board, and the Bay Conservation and Development Commission (BCDC), as appropriate. The table will be accompanied by a brief description of how the RCIS can be used for planning and permitting, noting the efficiencies that can be obtained through advance mitigation for suites of projects, rather than individual projects.

Deliverables

- Table and brief description summarizing how the RCIS is consistent with environmental regulations and agency jurisdictions, submitted and reviewed as part of the Draft RCIS Implementation Strategy Report (Subtask 6.5)

Subtask 6.5. Complete RCIS Implementation Strategy

The RCIS implementation strategy will be a chapter in the overall RCIS document that incorporates the implementation components developed under Subtasks 6.1-6.4. The draft document will be provided to RCIS sponsor for review, and any comments will be incorporated into the Administrative Draft RCIS (Task 7). Feedback from stakeholders will be collected during stakeholder and public meetings (Task 2) and incorporated into the Administrative Draft RCIS.

Deliverables

- Draft RCIS Implementation Strategy Report

Task 7. Prepare Draft & Final RCIS

Task 7 consists of combining all background materials and strategies with administrative and implementation text into a cohesive and comprehensive document that is ADA accessible and Section

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508 compliant. All fees for CDFW participation in the development and review of the RCIS will be paid by RCIS sponsor.

Subtask 7.1. Complete Administrative Draft RCIS

The Administrative Draft will be the first completed RCIS draft and will be delivered to the project core team (including RCIS sponsor and other key stakeholders) for review and comment. This draft will also be submitted to the RCIS sponsor for review and comment. The core team, RCIS sponsor, and stakeholder reviewers will complete review of the Draft Existing Conditions Report within fifteen business days and provide a single, compiled set of comments to Consultant.

Deliverables

- Administrative Draft RCIS

Assumptions

- The organization of the Administrative Draft RCIS will conform to the Revised RCIS Outline (Subtask 3.2)
- Comments on the administrative draft document will be discussed with the core team during regularly scheduled, or special topic meetings, as described in Task 1. No additional meetings are included with the core team under this subtask.

Subtask 7.2. Complete Revised Draft RCIS

The Revised Draft will incorporate and address comments received on the Administrative Draft and will be submitted to CDFW for review and comment. It is anticipated that the Revised Draft may include two versions: 1) an initial version submitted to CDFW; and 2) a second version in response to CDFW's completeness comments. Consultant will have one one-hour preview meeting with CDFW and two Consultant staff at the time of the first draft submittal to provide a high-level review of the document's content and facilitate their review process. The core team will complete review of a screen check version of the Revised Draft RCIS within five business days and provide a single, compiled set of comments to Consultant.

The Final Revised Draft RCIS will be the version submitted for public comment.

Deliverables

- Comment-response matrix identifying all comments received on the Administrative Draft RCIS and how they were incorporated or addressed in the Revised Draft RCIS
- Revised (Administrative) Draft RCIS for submittal to CDFW
- Comment-response matrix identifying comments received by CDFW on the Initial Revised Draft RCIS and how they were incorporated or addressed in the Final Revised Draft RCIS
- Final Revised Draft RCIS for public review

Assumptions

- No RCIS sponsor comments will be made on the Final Revised Draft RCIS or Final RCIS beyond comments on draft responses to CDFW and public comments.
- A single compiled set of comments is provided by CDFW on the Revised Draft RCIS. Responses will be developed for up to 20 CDFW comments.
- RCIS sponsor will pay CDFW the required fees for CDFW participation in the development of the RCIS and review of the RCIS. In 2021, this fee is \$30,993.75. If CDFW rejects the initial submittal, an additional fee of up to \$30,993.75 may be charged. Also, CDFW may charge an additional fee for unsolicited changes; in 2021, this fee may be up to \$15,496.75. These fees will likely be increased in 2022 and 2023.

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Subtask 7.3. Complete Final RCIS

After the public comment period has ended, the Final RCIS (Subtask 7.3) will be developed, addressing any adequacy comments from CDFW and any public comments received during the public comment period. The Final RCIS will be submitted to RCIS sponsor for approval (Subtask 7.3). Presentation material for the RCIS sponsor meeting is provided under Subtask 2.6.

Deliverables

- Comment-response matrix identifying comments received during the public comment period and by CDFW on the Revised Draft RCIS and how they were incorporated or addressed in the Final RCIS
- Final table identifying all goals, objectives, actions, and RCIS targets that correspond to RCIS species and habitat spatial data
- Final RCIS

Assumptions

- Responses will be drafted for up to 40 public and CDFW comments (combined).

Task 8. Develop Interactive Website

Consultant will work in collaboration with X to build an interactive web application using the X website platform. This task assumes X will be contracted separately by RCIS sponsor to provide software design and development services and that Consultant's role will focus on facilitating identification of user needs, user testing and training to ensure coordination and alignment with the project team and final RCIS goals, objectives, and strategies.

Subtask 8.1. Data Development and Processing

Consultant will package existing conditions and other GIS data layers developed for the project for delivery to X for integration into the X. X staff will help validate that data, prepare documentation on how the data will need to be displayed or reported on, and deliver internally to developers in a useful format. X will manage, with Consultant's support, an inventory of all input datasets and relevant metadata, such as data definitions, update frequency, source location, and use limitations. This work does not include data updates.

Deliverables

- GIS data with accompanying metadata provided in import-ready format determined in consultation with X

Assumptions

- Consultant will seek to reduce and synchronize data management through use of existing B datasets when data are sufficiently current and complete.
- No additional data layers will be prepared beyond those already developed as described in Tasks 1-7.

Subtask 8.2. User Research

Consultant will help identify and contact key stakeholders to support design research by X. X will conduct interviews with the core team and selected stakeholders to identify the workflows and tasks users want a X application to help them perform in order to utilize the outputs of the RCIS process to support their planning, policy and project development needs. Consultant will synthesize into a table previously developed goals, objectives, actions, and RCIS targets consistent with X's recommendations for user interface design within the X.

EXAMPLE: RCIS SCOPE OF WORK DOCUMENT

Definition of Tasks and Deliverables

Deliverables

- Table of all goals, objectives, actions, and RCIS targets that correspond to RCIS species and habitat spatial data that can be incorporated into the X

Assumptions

- X will provide Consultant with description of pre-set X features, functions, tabular data, and design guidelines with which to work within.

Subtask 8.3. Site Design and Wireframing

Consultant will collaborate with X to curate and provide feedback on content for a series of wireframes that address the RCIS goals, objectives, and priority user needs as identified in Subtask 8.2.

Deliverables

- None

Assumptions

- X will provide site design framework and develop wireframes.

Subtask 8.4. Application Development

Consultant will support X development team to build the final application by providing review of website design and participating in and coordinating project team involvement in user testing.

Deliverables

- None

Assumptions

- X will provide all technology and staffing for software development.
- X will establish a schedule for development sprints, application testing, bug resolution and deployment.
- No new requirements or data will be added to the application at this stage beyond those identified in Subtasks 8.1 and 8.2.

Subtask 8.5. Final testing and launch

Consultant will coordinate with X to support launch of the final RCIS application, rollout to the project team, and integration into the project website. Consultant will prepare one user training to be conducted virtually to present the application and train users in core functionalities.

Deliverables

- Virtual user training workshop materials

Assumptions

- X to deliver completed application.

Subtask 8.6. Administration and Project Management

Consultant and X will hold periodic meetings with the core team to review website design and discuss progress. These meetings include attending a kickoff meeting and up to four check-in meetings aligned to milestones in the application development schedule.

Deliverables

- Kickoff meeting agenda and action item summary
- Up to four check-in meeting notes

EXAMPLE: RCIS SCOPE OF WORK DOCUMENT

Definition of Tasks and Deliverables

ATTACHMENT B

Project Schedule

<u>Task #/Work to be Performed/Deliverables</u>	<u>Completion Date</u>
1.0 Project Design, Management, Stakeholder Coordination & Meetings	Fri 9/29/23
2.0 Public Outreach	Tue 8/29/23
2.1 Stakeholder Engagement Plan and Stakeholder List	Fri 2/11/22
<i>Develop Draft Stakeholder Engagement Plan</i>	Fri 1/21/22
RCIS sponsor <i>Team Review of Draft Stakeholder Engagement Plan</i>	Fri 2/4/22
<i>Revise Draft Stakeholder Engagement Plan to Produce Final Stakeholder Engagement Plan</i>	Fri 2/11/22
2.2 Online Outreach	Wed 7/5/23
<i>Develop initial webpage content</i>	Fri 2/25/22
<i>Update webpage content</i>	Wed 7/5/23
2.3 Stakeholder Meetings and Community Workshops	Tue 8/29/23
Stakeholder Mtg #1 and Community Workshop #1	Fri 3/25/22
Stakeholder Mtg #2 & Community Workshop #2	Fri 10/7/22
Stakeholder Mtg #3 & Community Workshop #3	Fri 12/2/22
Community / Stakeholder Meeting #4	Tue 8/29/23
3.0 Background & Introduction	Fri 2/11/22
3.1 Consultant Kickoff Meeting	Fri 1/7/22
Schedule and develop materials for kickoff meeting	Fri 1/7/22
3.2 Draft RCIS Outline	Fri 2/11/22
Draft RCIS outline	Fri 1/21/22
RCIS sponsor review of Draft RCIS Outline	Fri 2/4/22
Produce Revised RCIS Outline	Fri 2/11/22
4.0 Develop RCIS Existing Conditions Report	Fri 5/13/22
4.1 Gather & Describe Data Sources	Fri 2/4/22
4.2 Gather & Incorporate Land Use Data	Fri 2/25/22
4.3 Regional Planning Environment	Fri 2/4/22
4.4 Assessment of Conservation Elements, Land Cover & Habitats; Describe Habitat Connectivity & Linkages	Fri 4/8/22
4.5 Draft Existing Conditions Report	Fri 4/29/22
RCIS sponsor <i>Review of Existing Conditions Report</i>	<i>Fri 5/13/22</i>
5.0 Develop Conservation Strategy	Fri 9/23/22
5.1 Focal Species Identification	Fri 1/21/22
5.2 Conservation Gap Analysis	Fri 3/18/22
5.3 Climate Change Vulnerability Assessment	Fri 6/3/22
5.4 Conservation Goals & Objectives; Identify Conservation Priorities & Conservation Actions	Fri 7/29/22
5.5 Monitoring & Adaptive Management Framework	Fri 8/12/22
5.6 Consistency with Other Plans	Fri 8/12/22

EXAMPLE: RCIS SCOPE OF WORK DOCUMENT

Definition of Tasks and Deliverables

5.7 Develop Draft RCIS Conservation Strategy	Fri 9/9/22
RCIS sponsor <i>Review of Conservation Strategy</i>	Fri 9/23/22
6.0 Develop RCIS Implementation	Fri 9/30/22
6.1 Describe Project-Level Use of the RCIS	Fri 8/12/22
6.2 Identify Transportation Mitigation Needs	Fri 8/26/22
6.3 Describe Advance Mitigation Planning	Fri 8/12/22
6.4 Update Implementation Services	Fri 8/12/22
6.5 Complete RCIS Implementation Strategy	Fri 9/16/22
RCIS sponsor <i>Review of RCIS Implementation Strategy</i>	Fri 9/30/22
7.0 Prepare Draft and Final RCIS	Tue 8/15/23
7.1 Complete Administrative Draft RCIS	Fri 11/4/22
7.2 Complete Revised Draft RCIS	Fri 2/24/23
<i>Steering Committee/Core Team Administrative Draft review</i>	Fri 11/25/22
<i>Revise Administrative Draft RCIS in response to Steering Committee/Core Team comments</i>	Fri 12/16/22
<i>Steering Committee/Core Team review of responses to their comments on Revised Draft RCIS</i>	Fri 12/30/22
<i>CDFW reviews Draft RCIS for completeness</i>	Fri 2/3/23
<i>Revise RCIS in response to CDFW comments</i>	Fri 2/24/23
7.3 Complete Final RCIS	Tue 8/15/23
<i>CDFW determines Revised Draft is complete</i>	Fri 3/24/23
<i>CDFW posts Public Draft to website</i>	Fri 4/21/23
<i>Public review of Public Draft RCIS</i>	Fri 5/26/23
<i>Revision of Public Draft to produce Draft Final RCIS</i>	Fri 6/23/23
<i>Final RCIS submitted to RCIS sponsor for approval</i>	Fri 7/14/23
RCIS sponsor <i>approval of RCIS</i>	Mon 7/17/23
<i>CDFW review of Draft Final RCIS</i>	Mon 8/14/23
<i>CDFW approval of RCIS</i>	Tue 8/15/23
8.0 Develop Interactive Website	Fri 9/29/23